

## "How To" Login to CARE for Digital Signature

1. Open Internet Explorer  
CARE address: [care.utcourts.gov](http://care.utcourts.gov)  
Enter User Id and Password and click on Login or hit "Enter".
2. Single click on the Minutes Tab. This provides a drop down menu.
3. Single click on Digitally Sign Order. This opens the page that lists all of the documents that are available to be digitally signed.
4. The digital signature key (token) should be plugged in prior to or at this time.
5. Select all, one or many, orders to be digitally signed by clicking in the box on the left side of the case to be signed.
6. Click on the blue box marked "Digitally Sign Selected Documents" at the bottom of the page. Depending on the number of documents on the page you may need to scroll to get to the bottom of the page. This transitions to the Sign Order tab. Note that all of the documents selected to be signed are listed at the top of the page.
7. Click on the "Choose Certificate" box. This opens a pop-up window with all of the certificates on your computer. Highlight your name with a single click. (There may be other certificates on your computer called nuser. This is a system certificate and can be ignored.) Click on the OK button on the right hand side of the pop-up window. The pop-up window closes.
8. Click on the "Sign Document" Box. This opens a pop-up window asking for your pass phrase. Enter it and click on OK.
9. In the box below the "Sign Document" Box, As the document(s) are being processed it shows in the box below the one clicked on. If you have signed more than one document, the information shows for each one. Nothing needs to be done during this time.
10. When all of the documents are signed a pop-window comes up and says "Signature of all Documents is Successful". Click on OK. This directs you back to the Digital Sig. List Tab. The screen is empty if all of the documents are signed. To bring other documents to this screen that the clerk has made ready to sign put the curser some place on the blank part of the screen and do a right click. Scroll down to Refresh and click. Any new documents will appear and be ready to digitally sign.